

How to Make a Checklist in Google Slides

Checklist Guide · Google Slides · Fiddly · 10-15 minutes

Google Slides is presentation software, so it has no checklist feature. You can still fake one with checkbox characters or shapes, which is useful if the checklist needs to appear on a slide. This guide shows both methods, and is honest about Slides being the hardest of the common tools for this job.

Read the live, illustrated version online:

<https://genechecklist.com/guides/how-to-make-a-checklist-in-google-slides>

QUICK ANSWER

Google Slides has no checklist feature. To fake one, add a text box and insert a checkbox character from Insert then Special characters (search "ballot box"), or place small square shapes next to each line.

METHOD 1: USE CHECKBOX CHARACTERS IN A TEXT BOX

Best when you want the checklist as plain text on a slide.

- 1 Add a text box**
On your slide, insert a text box for the checklist.
- 2 Insert a checkbox character**
Place your cursor, then go to Insert then Special characters and search "ballot box". Pick the empty box for unticked items, or the boxed tick for done ones.
- 3 Type the task**
Add a space and the task text after the character. Press Enter for the next line.
- 4 Repeat**
Add a box character at the start of every line.

WHERE GOOGLE SLIDES SLOWS YOU DOWN

- Google Slides has no checklist feature at all, so every box is a character or a shape you place by hand.
- Nothing is clickable. You cannot tick an item to track progress; you would edit the slide each time.
- Aligning boxes and text across a slide is slow and easy to knock out of place.
- It is the wrong tool for the job. Slides is built for presenting, not for managing tasks.

The verdict: Google Slides has no real checklist feature. You fake it with characters or shapes, nothing is

clickable, and it is the hardest of the common tools for this job.

GOOGLE SLIDES VS GENECHECKLIST

	Google Slides	GeneChecklist
Time to a usable checklist	10-15 minutes	Under a minute
Checkboxes	Faked with characters or shapes; not clickable	Built in: tap to tick, with a live progress bar
Ready-made templates	None built for checklists	300+ professionally written checklists
AI list generation	Not available	Describe your list and AI writes the items
Phone and desktop	Works on web and mobile, but editing is fiddly	Any browser, nothing to install
Print and PDF	Prints as slides	One-click, print-ready PDF
Cost	Free with a Google account	Free to build, print and download as PDF

THE FASTER WAY: GENECHECKLIST

- 1 Open the free builder**

Go to the checklist builder. There is no download, no sign-up and no hidden menu to switch on. It loads as a blank checklist, ready for you to type.
- 2 Add your items, or let AI do it**

Type a task and press Enter for the next line. In a hurry? Describe what the list is for, such as "weekend camping trip with two kids", and AI writes the items for you. Or start from one of 300+ ready-made checklists.
- 3 Organise, then save, print or share**

Drag items to reorder them, group them into sections, and tick them off against a live progress bar. Download a clean PDF, print it, or send a share link, all from the same screen.

FREQUENTLY ASKED QUESTIONS

Does Google Slides have a checklist feature?

No. Google Slides has no built-in checklist or checkbox tool. You have to insert checkbox characters from Insert then Special characters, or place square shapes by hand.

How do I insert a checkbox in Google Slides?

Go to Insert then Special characters and search for "ballot box". Choose the empty box, and add it to the start of each line in a text box.

What is a better tool than Slides for a checklist?

Almost anything purpose-built. A checklist builder gives you real, clickable checkboxes and PDF export without placing a single shape.